

# Helpful **Tips** for New Students:

## **Graduate program coordinators**

[csueastbay.edu/graduateadmission](http://csueastbay.edu/graduateadmission)

We encourage you to contact your program's graduate coordinator as soon as possible for advising on what classes to take in your first semester. A list of program coordinators is at [csueastbay.edu/graduateadmission](http://csueastbay.edu/graduateadmission).

## **After you're accepted**

[csueastbay.edu/admissions/after-youre-accepted](http://csueastbay.edu/admissions/after-youre-accepted)

Check the "After You're Accepted" page for registration dates, how to register, paying your fees and other details about being a new student at Cal State East Bay.

## **Office of Graduate Studies**

[csueastbay.edu/gradstudies](http://csueastbay.edu/gradstudies)

Contact the Office of Graduate Studies for assistance as you begin your graduate studies. Also, check your Horizon email account regularly for information on financial opportunities, job opportunities and events.

## **College of Letters, Arts, and Social Sciences**

510-885-3161

[csueastbay.edu/class](http://csueastbay.edu/class)

## **College of Business and Economics**

510-885-2419

[csueastbay.edu/cbe](http://csueastbay.edu/cbe)

## **College of Education and Allied Studies**

Teacher Education, Educational Leadership and Educational Psychology:

510-885-3013

[csueastbay.edu/ceas](http://csueastbay.edu/ceas)

## **Kinesiology and Hospitality, Recreation and Tourism**

510-885-3061

[csueastbay.edu/ceas](http://csueastbay.edu/ceas)

## **College of Science**

510-885-3441

[csueastbay.edu/csci](http://csueastbay.edu/csci)



# University Offices

## **Academic Advising and Career Education**

510-885-3621

[csueastbay.edu/aace](http://csueastbay.edu/aace)

## **Accessibility Services**

Hayward Campus

510-885-3868

Concord Campus

925-602-6716

[csueastbay.edu/as](http://csueastbay.edu/as)

## **Admissions**

510-885-3500

[csueastbay.edu/admissions](http://csueastbay.edu/admissions)

## **Concord Campus**

925-602-6700

[csueastbay.edu/concord](http://csueastbay.edu/concord)

## **Financial Aid and Scholarships**

510-885-2784

[csueastbay.edu/financialaid](http://csueastbay.edu/financialaid)

## **Office of the Registrar/Records**

510-885-2784

[csueastbay.edu/registrar](http://csueastbay.edu/registrar)

## **Orientation**

510-885-3872

[csueastbay.edu/orientation](http://csueastbay.edu/orientation)

## **Records**

510-885-2784

[reg@csueastbay.edu](mailto:reg@csueastbay.edu)

## **Student Financial Services**

510-885-3767

[csueastbay.edu/student-financial-services](http://csueastbay.edu/student-financial-services)

## **Student Housing and Residence Life**

510-885-7444

[csueastbay.edu/housing](http://csueastbay.edu/housing)

## **Welcome Center/ Campus Tours**

510-885-2556

[csueastbay.edu/visit](http://csueastbay.edu/visit)

## **Office of Graduate Studies**

510.885.3286

[csueastbay.edu/gradstudies](http://csueastbay.edu/gradstudies)

[csueastbay.edu](http://csueastbay.edu)

© 2018 California State University, East Bay. All Rights Reserved. Designed and produced by the Office of University Communications and Marketing, California State University, East Bay. UCom\_20188455

CAL STATE  
**EAST BAY**  
Rising in the East

# Continuing Your Journey as a Pioneer

Admitted Graduate Student Reminders  
Spring 2019



CAL STATE  
**EAST BAY**  
Rising in the East

# CONGRATULATIONS ON YOUR ACCEPTANCE TO CAL STATE EAST BAY AND WELCOME TO OUR COMMUNITY OF PIONEERS!



Please follow these steps in order to confirm your place in the entering class and to ensure a seamless transition.

## 1. Apply for financial aid

[fafsa.ed.gov](https://fafsa.ed.gov)

If you have not done so, please submit a 2018-19 FAFSA application as soon as possible.

Use the Cal State East Bay School Code 001138 when applying.

U.S. citizens, permanent residents and other eligible non-citizens can apply for financial aid. Non-citizens who attended a California high school for at least three years can complete the California Dream Act Application at [dream.csac.ca.gov](https://dream.csac.ca.gov).

Monitor your MyCSUEB portal for any document requests. Students are encouraged to quickly submit requested documents to avoid any delays in the processing of their financial aid awards. Visit [csueastbay.edu/financialaid](https://csueastbay.edu/financialaid) to learn more.

## 2. Set your NetID password

[csueastbay.edu/netid](https://csueastbay.edu/netid)

Your NetID is your personal East Bay identification number that allows you online access to student self-service systems such as your Cal State East Bay email, Blackboard and MyCSUEB.

Instructions for creating your NetID password and security questions will be sent to your personal email account. You will need your NetID in order to accept your admission offer.

## 3. Accept your Offer of Admission

[my.csueastbay.edu](https://my.csueastbay.edu)

Accept the offer of admission in your MyCSUEB portal by selecting "Accept Admission" from the list of links on the left side of the page.

## 4. Submit immunization documentation

[csueastbay.edu/shcs](https://csueastbay.edu/shcs)

Complete your immunization requirement form. Submit it to Cal State East Bay's Student Health and Counseling Services.

Only those enrolled in fully online degree programs (without on-campus meetings or examinations) are exempted from completing this form.

## 5. Check Your Horizon email account

[horizon.csueastbay.edu](https://horizon.csueastbay.edu)

Your Cal State East Bay Horizon email account is where East Bay communications are sent regarding admission, classes, fees, financial aid and messages from your instructors.

Access your account through [horizon.csueastbay.edu](https://horizon.csueastbay.edu) and check it frequently. You can forward it to your personal email account if you find that more convenient.

## 6. Orientation

Contact your major department about orientation information that may be offered, as not all graduate programs offer orientation.

## 7. Check MyCSUEB and submit all "To Do List" items

[my.csueastbay.edu](https://my.csueastbay.edu)

It is important to check your personal "To Do List" regularly for items that need to be completed and submitted through your MyCSUEB portal.

If the Item Status indicates "initiated" that means the item is needed and action is required on your part. Please click the hyperlink to learn requirement details. You must submit all requested documents by their deadlines.

All spring semester admitted graduate students must submit transcripts from all colleges and universities attended by Nov. 30. This includes all institutions before and after your bachelor's degree.

Once submitted to Cal State East Bay, documents become university property and cannot be shared or released. We cannot accept unofficial copies of transcripts, or opened transcripts.

Cal State East Bay accepts electronic transcripts. Paper documents should be mailed to:

Cal State East Bay Office of Admissions  
25800 Carlos Bee Blvd.  
Hayward, CA 94542

Official documents in sealed envelopes can be delivered in person to the Enrollment Information Center in the Hayward Campus Student Services and Administration Building or to the Academic Services Center on the Concord campus. After your documents have been received, it may take up to three weeks for your "To-Do List" items in your MyCSUEB account to be reviewed and updated. Avoid delays — apply early and submit documents as soon as possible in the approved format.

A complete list of admissions deadlines is found at [csueastbay.edu/deadlines](https://csueastbay.edu/deadlines).

## 8. Pay your tuition and fees

[csueastbay.edu/student-financial-services](https://csueastbay.edu/student-financial-services)

Fees are due after registering for your classes. Check your MyCSUEB account under the "Finances" section to see your payment due date. You have the option to pay in full or sign up for a payment plan. Visit [csueastbay.edu/payingfees](https://csueastbay.edu/payingfees) for details.

## 9. University Writing Skills Requirement (UWSR)

[csueastbay.edu/uwsr](https://csueastbay.edu/uwsr)

Graduate students who did not satisfy this requirement as an undergraduate must begin work on the UWSR in their first semester. Check with your graduate adviser to see if you are required to take the Writing Skills Test (WST).

